



Recruitment, Registration and Certification Policy

Aim:

To ensure that all learners are recruited onto courses based on their aspirations, skills and attributes with integrity and professionalism.

To ensure that individual learners are recruited on to the correct programme before course commences.

To ensure that Programme Leaders check the accuracy of learner registrations and these are checked with learners before any claims are made.

To claim valid learner certificates within agreed timescales.

To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be traced to the certificate which is issued for each learner.

Practice:

1. Centre will provide information relating to courses to all its learners.
2. An induction period will be provided for all new learners which will include; a programme overview; explain the registration and certification process; outline internal and external assessment; outline key dates relating to assessment; outline learners responsibilities and rights (independent learning, appeals procedure, plagiarism, malpractice).
3. All learner ID's must be checked. A photo ID (Driving license, passport), A utility bill or an official letter from the local authority including JCP, Council Tax or HMRC confirming learner name and address.
4. The Quality Nominee will liaise with tutors and assessors and ensure that a robust system of registration is in place. The system will ensure that all learners are registered within Awarding Bodies' requirements. The AO's systems provide a mechanism for checking the accuracy of learner registrations.
5. The Quality Nominee will ensure that all learners are aware of their registration status and that withdrawals, transfers or changes to any learners details are kept up-to-date on centre systems and that Awarding Bodies have been notified.
6. Tutors/assessors are responsible for the safe storage and accurate management of assessment and achievement data. All records need to be stored safely and securely for three years post certification.

7. Tutors/assessors need to pass all records of learner achievement to the QN to ensure that certification claims can be made and internal records are updated accordingly.
8. The QN will liaise with Assessors/tutors and shall ensure that timely certificate claims are made and that they are based solely on internally verified records and that these are made to the awarding bodies. All certificates should be audited to ensure accuracy and completeness.